



Department: Department of Revenue  
Division: Taxation and Collection

## Agency Records Disposition Schedule

Section: Business Tax  
Sub-Section: Motor Fuel Tax

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**TITLE:** Disapproved and/or Rejected Refund Claim Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Motor Fuel refund claim records that do not meet the requirements for refund disbursement. Documents include refund claim (Form 4923) and the required fuel invoices which serve as documentation for the claim. Claims are submitted by taxpayers. Taxpayers include, but are not limited to farmers, construction companies, and boat owners.  
Notes: See record series number 7048 Non-Highway Use Refund Claims for approved claims.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7041

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/19/2012

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**TITLE:** Motor Fuel Distributor Monthly Tax Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Monthly report submitted by fuel distributor indicating type of fuel distributed, the origin and destination of the fuel, and the net/gross/invoiced gallons of fuel.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7042

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/19/2012

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**TITLE:** Motor Fuel Import Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Information received of fuel imported from another state into Missouri. Records verify that the fuel tax has been paid when it was imported into the state.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7035

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/19/2012

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## Agency Records Disposition Schedule

Section: Business Tax  
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**TITLE:** Motor Fuel Supplier Monthly Tax Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Monthly report which verifies fuel tax paid by businesses when fuel is sold to a customer. Report includes type of fuel, its origin and destination, and net/gross/invoiced gallons sold.

**RETENTION:** Years: 3 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23431

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/19/2012

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**TITLE:** Motor Fuel Terminal Monthly Tax Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports of receipts and disbursements of fuel from barge and pipeline companies to ensure appropriate amount of tax has been paid.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7043

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/19/2012

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**TITLE:** Motor Fuel Transporter Monthly Tax Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports type of fuel, net/gross gallons, it's origin and destination in Missouri. Report tracks the amount of fuel transported to ensure appropriate amount of fuel tax is paid.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7032

**SERIES STATUS:** Approved

**APPROVAL DATE:** 6/19/2012

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## Agency Records Disposition Schedule

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Section: Business Tax

Division: Taxation and Collection

Sub-Section: Motor Fuel Tax

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**TITLE:** Non-Highway Use Refund Claims - Approved

**CUTOFF:** EOSFY

**DESCRIPTION:** Consumer refund claims of motor fuel tax on fuel gallons used for off-road purposes. Claim is used for income tax auditing purposes to verify the refund amount. Claims are submitted by taxpayers. Taxpayers include, but not limited to farmers, construction companies, and boat owners.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** See record series #7041 "Disapproved and/or Rejected Refund Claim Records" for disapproved/rejected claims.

**DISPOSITION ACTION:** Destroy

**SERIES:** 7048

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/19/2012

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